Bishop Grosseteste University Library Postal Loans Scheme: Terms & Conditions

The postal loans service is available to EdD and PhD students and to students on MA programmes run by the School of Teacher Development at Bishop Grosseteste University. By submitting a request you agree to abide by the terms and conditions below:

1. Requests must be submitted using the online Postal Loan Form on the Library’s LibGuides site (https://libguides.bishopg.ac.uk/borrowing/requestingresources). You may submit any number of requests up to your maximum loan limit.

2. If we need to contact you about a postal loan we will do so via your BGU e-mail address.

3. Only standard loan books may be borrowed by post. One week loans, reference materials and AV materials are not included in this service. Please check on WorldCat before you submit a request (https://bishopg.on.worldcat.org/discovery) to ensure that a standard loan copy of the item you require is in stock and available to borrow.

4. As part of the submission process you are asked to provide the author, shelfmark, title and year/edition of the item you require. These details can be found on the item’s WorldCat record.

5. If a requested item is borrowed by someone else between the time you submit your request and the time we process your request we will place a reservation on the title on your behalf and inform you that this has been necessary.

6. Once we receive a request it will be normally be processed within 2 days, unless the item is on loan and has to be reserved, in which case the turnaround time will be item’s due date plus 2 days, provided the item is returned on time.

7. Items are sent out, free of charge, by 2nd class post.

8. When returning items you can return them to the Library in person (or someone else can do this on your behalf) or you can post them to the Library. Return address labels are sent out with the items for this purpose. If you choose to return items by post you must pay any associated charges yourself. Items must be returned by the due date, in the same condition in which they were loaned; you are expected to pack and wrap the books adequately to ensure that they are not damaged in transit. Please ensure you get proof of postage: if items go missing in the post and you cannot provide evidence of proof of postage you will be invoiced for the lost items.

9. Items loaned by post can be renewed online or over the phone. If an item cannot be renewed (if it has been reserved by someone else or has reached its renewal limit) it must be returned to the Library as soon as possible.

10. Fines are charged for postal loans which are returned late, unless you are able to provide evidence that the items were posted in good time to arrive by the due date (3 days for items sent 2nd class, one day for items sent 1st class).

11. If you have a question or query about the postal loans service please contact us in person at the Service Desk, email us at library@bishopg.ac.uk or call 01522 583790.